



Guidance for Apprentices facing redundancy

Are you an apprentice who is facing the possibility of redundancy? If so, we appreciate that this may be a difficult time and you are likely to have lots of questions. This guidance aims to answer some of the most pressing queries that we feel you are likely to have. If you want to discuss your own particular situation and start planning your next steps there is support available through the University of Wolverhampton: this is outlined below.

I am an apprentice facing redundancy. What can I expect from my employer?

- Your employer will need to discuss with you your employment terms and how this will affect you where they are making redundancies.
- The contract you have as an Apprentice allows employers to make normal business decisions in relation to any restructuring or its workforce.

What does my funding pay for?

- Your employer has been paying for your apprenticeship (degree course).
- The Education and Skills Funding Agency is the funding body who pays for your course while you are employed as an Apprentice.
- There are provisions in place for Apprentices who are affected by redundancy or change employers to continue their apprenticeship.
- You will not be asked to pay for any part of your apprenticeship training and assessment or asked to re-imburse payments made.

What can I do if I have been told I will be made redundant?

- If you have been formally told that you are under threat of redundancy then the ESFA will continue to support you for up to 12 weeks from the end of your employment.
- This allows you time to look for alternative employment and attend interviews (virtually during Covid-19).
- Once these 12 weeks relapse then you will not be able to continue on your current course and will be 'suspended' until we gain an update from you on your current situation.
- If you are nearing completion of your apprenticeship and will complete within 6 months of your planned end date then the ESFA will fund you through to the end of your apprenticeship – including the End Point Assessment which you must complete.



What are my main career options if I am facing redundancy?

Options that you might be considering include:

- Transferring to another apprenticeship.
- Continuing your course without the work part of your apprenticeship.
- Looking for another job.
- Reconsidering your career path and choosing an alternative career direction.

Some pointers about each option is below.

I would like to transfer onto an apprenticeship with a different employer. What should I do?

- The Apprenticeship Hub may be able to recommend alternative employers for you to do your apprenticeship with. Speak to your Skills Coach, Personal Tutor or Employer to let them know you are interested in doing this.
- You can also search for advertised apprenticeships via
 - The Government's search engine for apprenticeships in England. www.gov.uk/apply-apprenticeship
 - UCAS. <https://careerfinder.ucas.com>
 - The Triage Service. This is run by the Greater Birmingham and Solihull Local Enterprise Partnership and is for people living in certain areas. It matches redundant and off-programme apprentices to vacancies. www.gbstrriage.co.uk/

I would like to continue studying as a non-apprenticeship student. What should I do?

- If there is a non-apprenticeship course that is a direct match with your apprenticeship course, a transfer should be relatively easy. If there is no direct match, there may be similar courses that you could transfer onto.
- You can search the University of Wolverhampton's online prospectus at www.wlv.ac.uk/courses/. There are also regular open days where you can find out about courses: www.wlv.ac.uk/news-and-events/open-day/



- You could speak to your academic course tutor to ask if there is similar course to your apprenticeship. Admissions are the central service at the university for prospective students. They can also give advice on courses and signpost to academics if necessary: www.wlv.ac.uk/apply/how-to-apply/
- Faculty Student Services can help with the process of transferring courses www.wlv.ac.uk/current-students/student-support/faculty-student-services/
- You would be required to pay student fees for the segment of the course you are completing as a non-apprenticeship student. For 20/21, fees are typically £9,250 for full time degree level courses per year and £8,600 for full time HNC/HND courses. (This however does vary according to course.)
- Funding is available from Student Finance and there are scholarships and bursaries available from the University. The Gateway provides information and advice about fees and funding: www.wlv.ac.uk/apply/how-to-apply/the-gateway/.

I want to look for another job. What should I do?

- The Careers Centre can help by recommending job hunt methods relevant to the industry/ roles you are thinking of. www.wlv.ac.uk/careers or contact lisa.law@wlv.ac.uk (Lisa is the Careers Adviser linked to apprenticeships.)
- The Workplace advertise a wide range of jobs to University of Wolverhampton students and graduates: www.wlv.ac.uk/jobsboard
- The Careers Centre can also help with all parts of the recruitment process. We can review your CV/ applications, help you prepare for interviews and talk you through assessment centre exercises.

I want to reconsider my career path. What should I do?

- The Careers Centre can help if you may be exploring any of the options already outlined and you are confused. You may be unsure what you want, what might be possible, how to find out more about the different options or who to ask. We can point you in the right direction. www.wlv.ac.uk/careers or contact lisa.law@wlv.ac.uk.
- The Careers Centre can also help if you are rethinking your career path and you want to explore broader options. We can help you think of new career options, decide between options and generally help you with your career plans.



Further careers support via Career SPACE

Career SPACE is the Career Centre's online careers information portal. It includes:

- A bespoke dashboard for apprentices.
- Advice about topics particularly relevant now (for example resilience, home working, video meetings, virtual recruitment).
- Tools and advice on many career topics, for example help to choose career paths, write CVs and applications, prepare for interviews and assessments, and much more.
- See www.wlv.ac.uk/careerspace

Support with mental health and wellbeing

- If you feel that your mental health is suffering because of a threat of redundancy, or for any other reason, there is support available at the University of Wolverhampton.
- See www.wlv.ac.uk/mentalhealth

Who are the main people that I should speak to if I am facing redundancy?

If you would like to speak to someone to talk through the options outlined here contact:

- The Apprenticeship Hub (via your Skills Coach, Personal Tutor or Employer) – the Apprenticeship Hub can help you clarify how the rules and regulations about apprentices in redundancy situations apply to you.
- The Careers Centre (via lisa.law@wlv.ac.uk) – the Careers Centre can discuss next steps and options with you.

We work together so it doesn't matter who you come to first. We will tell you what we can help you with and if you need to speak to anyone else.

Please do get in touch with us if you think you might be facing redundancy and you would like to talk things through. We are here to help.

We wish you well,

The Careers Centre and Apprenticeship Hub